LIC. MARLON HERNÁNDEZ SALAS

MODULE: Desarrollo de Procesos de Comunicación en inglés a Nivel Intermedio

LEARNING UNIT # 2

Competence: Writing 1st Writing Task



Ask Anita!

Dear Anita,

My family and I **moved** to the United States last **month** and our friends tell us that we **should** leave a tip when we eat at a restaurant. How much **money should** we leave for the **waiter** or waitress **after** we finish our meal? **Should** we leave a tip in all kinds of restaurants, even fast food restaurants? And **if** we don't like the service, is it really necessary to **leave** a tip?

Emma

Dear Anita,

My friends and I want to open our own restaurant! My friend Chris is going to be the waiter, Dan **is going to be** the cashier, and I'm **going to be** the **chef**. We want to open the restaurant **close** to the college where we study – our classmates say they are **always hungry**. Can you give us any advice about the kind of atmosphere the restaurant **should** have, and the kind of food we should have on the menu? And do you think opening a restaurant is a **good idea**?

Michael

Dear Anita,

I live right next to a restaurant and I'm one of their **best** customers. I **usually eat** dinner there three or four times a week. I **enjoy eating there** but I **think** I spend too much money, and I **think** some of the food I order (like pizza and hamburgers) **isn't** very **healthy**. On the other **hand**, I'm **too tired** to cook **after** I come home **from** work. What advice can you **give** me?

Martha



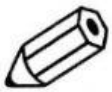
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7-8 EXPRESSING ADVICE: *HAD BETTER*

(a) My clothes are dirty. I {***should*** / ***ought to*** / ***had better***} *wash* them.	***Had better*** has the same basic meaning as *should* and *ought to*: "This is a good idea. This is good advice."
(b) You're driving too fast! You***'d better*** *slow* down.	***Had better*** usually implies a warning about possible bad consequences. In (b): If you don't slow down, there could be a bad result. You could get a speeding ticket or have an accident.
(c) You***'d better not*** *eat* that meat. It looks spoiled.	NEGATIVE: ***had better not***
(d) I***'d*** *better send* my boss an e-mail right away.	In speaking, ***had*** is usually contracted: *'d*.



WRITING PRACTICE
RESTAURANTS



Imagine you are Anita. Write advice to each person.

1. Emma

Dear Emma, I think you should

2. Martha

Dear Martha, I think you should

LIVEWORKSHEETS

3. Michael

Dear Michael, I think you should

8-7 CONNECTING IDEAS WITH *EVEN THOUGH / ALTHOUGH*

(a) ***Even though*** *I was hungry,* I did not eat. I did not eat ***even though*** *I was hungry.* (b) ***Although*** *I was hungry,* I did not eat. I did not eat ***although*** *I was hungry.*	***Even though*** and ***although*** introduce an adverb clause. (a) and (b) have the same meaning. They mean: *I was hungry, but I did not eat.*
COMPARE (c) *Because* I was hungry, *I ate.* (d) *Even though* I was hungry, *I did not eat.*	*Because* expresses an expected result. *Even though/although* expresses an unexpected or opposite result.

7-14 STATING PREFERENCES: *PREFER, LIKE . . . BETTER, WOULD RATHER*

(a) I ***prefer*** apples ***to*** oranges. (b) I ***prefer*** watching TV ***to*** *studying.*	***prefer*** + *noun* + ***to*** + *noun* ***prefer*** + ***-ing*** *verb* + ***to*** + ***-ing*** *verb*
(c) I ***like*** apples ***better than*** oranges. (d) I ***like*** watching TV ***better than*** studying.	***like*** + *noun* + ***better than*** + *noun* ***like*** + ***-ing*** *verb* + ***better than*** + ***-ing*** verb
(e) Ann ***would rather have*** an apple than an orange. (f) *INCORRECT: Ann would rather has an apple.* (g) I'd rather visit a big city ***than live*** there. (h) *INCORRECT: I'd rather visit a big city than to live there.* *INCORRECT: I'd rather visit a big city than living there.*	***Would rather*** is followed immediately by the simple form of a verb (e.g., *have, visit, live*). Verbs following ***than*** are also in the simple form.
(i) ***I'd/You'd/She'd/He'd/We'd/They'd*** rather have an apple.	Contraction of ***would*** = ***'d.***
(j) ***Would you rather*** have an apple ***or*** an orange?	In (j): In a polite question, ***would rather*** can be followed by ***or*** to offer someone a choice.

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☐ EXERCISE 23. EVEN THOUGH vs. BECAUSE. (Chart 8-7)

Directions: Complete the sentences by using ***even though*** or ***because***.

1. Even though the weather is cold, Rick isn't wearing a coat.
2. Because the weather is cold, Ben is wearing a coat.
3. _____ Jane was sad, she smiled.
4. _____ Jane was sad, she cried.
5. _____ it was cold outside, we went swimming in the lake.

2nd Writing Task

For this task, you will answer a formal complaint letter.

General instructions:

- ✓ Write a 200-250 word text.
- ✓ Read the information in the "Applicant's Writing Guide". This guide has a technical description to help you write the task.

Situation:

- You are Elene Jackson.
- Apologize to the customer.
- Offer an effective solution to the problem.
- Compensate the customer for the inconvenience.
- Make sure to keep the customer for future business.

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August 10th, 2019.

Elene Jackson

Registration Director

Uptown Community College

Redburrough, California 33126

Dear Ms. Jackson:

I am writing in regards to my registration for the Fall Semester 2019.

I registered 3 weeks before the Fall Semester, on July 20th. I registered for 2 elective courses: "Frequent and Easy On-line Tools" and "How to Make the Most of your Budget". In addition, I registered for 2 of my major classes: "Accounting II" and

"Human Resources Theories."

The total cost for my registration was for $2400. However, the invoice #A-125c

I received came up to $3200 to my surprise! I had given my credit card for payment, and that amount was deducted from my bill this month. I am bewildered and upset because I have been charged for additional services I have not requested and cannot afford.

Therefore, I request an immediate reimbursement for the additional charges, the payment of the 15% interest fee charged by my credit company, and a possible discount on the tuition costs for the inconvenience caused. I am attaching a copy of my credit card bill for your information.

I look forward to hearing from you within one business week since this must be settled with my credit card company before my next monthly bill.

Sincerely,

Sammy Green

Samantha A. Green

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Answer the letter here (Make sure you follow the steps suggested for this task)

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